

7 JUL 1998

CHAPTER 5  
APPENDIX C

SAMPLE LETTER FOR A MEMBER CONFINED IN, OR UNDERGOING TREATMENT AT A  
GOVERNMENT OR CIVILIAN HOSPITAL FOR ANY PERIOD OF TIME DURING THE  
1 YEAR PERIOD FOLLOWING TERMINATION OF ACTIVE DUTY

4650  
Office Code  
SSN  
Date

PNCM John H. Doe, USNFR  
0000 Street Name  
City, State ZIP

Dear Master Chief Doe:

In response to your recent letter, if you have not already been provided transportation at government expense incident to your transfer to the Fleet Reserve, the time limit for you and your dependents to travel to your home of selection is extended until 1 year after termination of active duty plus a period of time equal to the period of your hospitalization and/or treatment.

The effective date of your Fleet Reserve orders determines which dependents are eligible for transportation at government expense and the cost to the government, as stated in the Joint Federal Travel Regulations.

The Commanding Officer, Naval Transportation Support Center, Norfolk, Virginia, concurs in this extension for the shipment of household goods provided you have not already shipped household goods at government expense incident to your transfer to the Fleet Reserve. If you have any household goods in non-temporary storage, the time limit is extended until 1 year after termination of active duty plus a period equal to the period of your hospitalization and/or treatment occurring within that year. Use a copy of this letter, your orders transferring you to the Fleet Reserve, and a statement from the doctor or hospital showing the dates you were undergoing treatment or were hospitalized, to support the household goods shipping application, and the application for transportation or the claim for reimbursement for travel expenses to your home of selection.

Sincerely,

NAME  
TITLE

Copy to:  
CHNAVPERS (Pers-201)  
NAVTRANSSUPPCEN NORFOLK VA